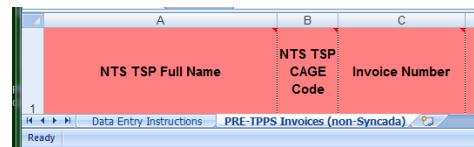
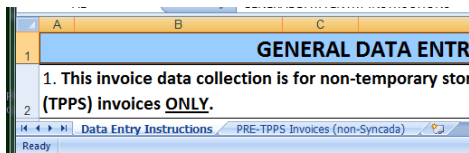


## INVOICE TRACKER QUESTIONS/COMMENTS AND ANSWERS

**Note: Questions have been modified to remove site specific TSP and GBLOC references.**

**Question (Q) 1:** The excel spread sheet you attached in which we need to use to enter each invoice states that it is password protected and no password was provided.

*Answer (A) 1: The first tab, "Data Entry Instructions", provides information on completing the tracker, no data is to be entered on this tab which is password protected. The second tab, "PRE-TPPS Invoices (non-Syncada)", is where you should enter your invoice data beginning in row 2; column headers have also been locked. Illustrations of both tabs are provided and are located at the bottom of the Excel spreadsheet window.*



**Q2:** Do emails from the JPPSO/PPSO personnel stating that they are trying to get an accounting code on a shipment work as documentation that we sent the invoice to JPPSO and that they just never got the code so DFAS could pay?

*A2: Any written communication or correspondence between the TSP and a responsible government representative referencing the specific invoice(s) payment status is acceptable proof of submission.*

**Q3:** Why didn't I receive the email from SDDC regarding the Invoice Reconciliation Project and Invoice Tracker?

*A3: Please send an email to [USARMY.SCOTT.SDDC.MBX.PROPERTY@MAIL.MIL](mailto:USARMY.SCOTT.SDDC.MBX.PROPERTY@MAIL.MIL) and let us know that you did not receive the Invoice Reconciliation Project advisories and Invoice Tracker. Please be sure to add [USARMY.SCOTT.SDDC.MBX.PROPERTY@MAIL.MIL](mailto:USARMY.SCOTT.SDDC.MBX.PROPERTY@MAIL.MIL) to your trusted email addresses to ensure that emails from this sender is not routed to your spam or junk email.*

**Q4:** Does each person get one invoice sent to you?

*A4: Invoices are not requested at this time. You must enter the invoice data on the spreadsheet provided in accordance with the instructions provided in the first tab. Invoices will be requested as needed.*

**Q5. We have several invoices that were submitted the last go around, and still have heard nothing. Ours start in 2010 and go to 2012. How do we prove it was submitted to the Transportation office within the 3 year limit? I assure you we have submitted these many many times and have never gotten any help from the transportation office.**

*A5. Any written communication or correspondence between the TSP and a responsible government representative referencing the specific invoice payment status is acceptable proof of submission. For example, copies of emails between the TSP and PPSO.*

**Q6. We are the TSP for two NTS lots at xxx transfer & storage. We have not invoiced since our base JPPSO does all the invoicing and places payment into Syncada bank. Then I go into Syncada bank after each quarter to approve the payment. Is there any other action I have to take on this matter (email dated 9/12/14)? I do not see that we have any late or old invoices. Thank you.**

*A6. The NTS Invoice Reconciliation Project is only applicable to invoices dated PRIOR to the implementation of the Third Party Payment System (TPPS)/Syncada with US Bank. No action is required from you if do not desire to submit invoices described above.*

**Q7. Can you please send me the password to the spreadsheet that is attached and previously emailed to me?**

*A7. See answer A1.*

**Q8. Please confirm is this guidance for just the former Central RSMO supported area? Where do we submit outstanding NTS issues for BGNC-Norfolk and CLPK-Coast Guard Miami? Thank you**

*A8. This guidance applies to all NTS TSPs who want to submit NTS invoices they have identified as being unpaid, regardless of their location. Please submit your Invoice Tracker spreadsheet in accordance with the instructions provided in the first tab. The same submission process applies to all NTS invoices that you identify as being unpaid prior to the implementation of (TPPS).*

**Q9. Where would I find the "SDDC NTS PRE TPPS Invoice Tracker 10 SEP 2014? I would like to submit our invoices.**

*A9. The "SDDC NTS PRE TPPS Invoice Tracker 10 SEP 2014" is attached to the email dated September 12, 2014 along with "NTS INVOICE RECONCILIATION PROJECT" advisory. Please send a request to [USARMY.SCOTT.SDDC.MBX.PROPERTY@MAIL.MIL](mailto:USARMY.SCOTT.SDDC.MBX.PROPERTY@MAIL.MIL) if you are not able to obtain the "SDDC NTS PRE TPPS Invoice Tracker 10 SEP 2014" and you will be provided the tracker and instructions on how to complete and submit it via email.*

**Q10. My PPSO was regionalized and the “GBLOC of the J/PPSO Storing Lot” is not available in the dropdown list on the “SDDC NTS PRE TPPS Invoice Tracker 10 SEP 2014”. What do I do?**

*A10. You should leave the GBLOC field blank as we can determine the GBLOC from the invoice number you will enter which contains the GBLOC. If your company generated the invoice, you must enter the GBLOC in column R, “TSP Remarks”, and explain why a TOPS-generated invoice number was not available.*

**Q11. I have 5 old invoices to put into this system. Do I put all of them on the same spreadsheet?**

*A11. Multiple invoices can be entered on the same spreadsheet.*

**Q12. The memo implies that payment of DPM SHIPMENTS IS "ON HOLD" for now.**

*A.12 Payment of DPM invoices are not on hold. This project is only applicable to the reconciliation of NTS invoices prior to the implementation of TPPS. TSPs should continue to submit all invoices in accordance with the current established invoice process.*

**Q13. I have one question about the data entry on the NTS Invoice Tracker. Do we list each item on the actual invoice or can we list the actual total of the invoice?**

*A13. Each item on the invoice claimed to be unpaid must be entered individually on the tracker. Handling in (HI) invoices should be entered individually but will include all charges on a single line from the TOPS invoice, i.e., HI invoices typically include charges for packing, drayage and handling in, the tracker will have ONE line item entry for the sum total of those charges.*

*The figure below illustrates the accepted invoice entries. There are three separate TOPS invoices listed – 1 Handling IN invoice (HI-109-MLNQ-1111), 1 Quarter Storage (QS-210-MLNQ-0000), and 1 Handling Out (HO-209-MLNQ-0000). There are 2 HI line item entries for 2 different individuals – the TOPS invoice included 2 line items, therefore, the tracker will reflect 2 entries as well. The QS invoice includes 6 entries as the invoice included 6 individuals; the HO reflects 2 entries for 2 individuals.*

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
	NTS TSP Full Name	NTS TSP CAGE Code	Invoice Number	Invoice Date	TOSS Number	GBLOC of J/PPSO Storing Lot	Customer Branch of Service	Customer Last Name	Customer First Name	SSN Last 4	Lot #	Inv Type	Description of Invoice Type: Other	Invoice Line Item Charge	Overall Invoice Grand Total	Original Date TSP Submitted Invoice to J/PPSO	Most Recent Previous Written Communication Between Gov't & NTS TSP on Invoice	TSP Remarks
1	Sample Moving & Storage Company	A182C	HI-109-MLNQ-1111	07-Sep-2011	TOSS-05-G-0000	MLNQ	N	Alias	0007	T7	HI			1,000.00	3,000.00	12-Sep-2011		
2	Sample Moving & Storage Company	A182C	HI-109-MLNQ-1111	07-Sep-2011	TOSS-05-G-0000	MLNQ	N	Alias	0008	T8	HI			2,000.00	3,000.00	12-Sep-2011		
3	Sample Moving & Storage Company	A182C	QS-210-MLNQ-0000	07-Oct-2011	TOSS-05-G-0000	MLNQ	N	John	0001	T1	QS			54.00	500.00	12-Oct-2011		
4	Sample Moving & Storage Company	A182C	QS-210-MLNQ-0000	07-Oct-2011	TOSS-05-G-0000	MLNQ	N	James	0002	T2	QS			75.00	500.00	12-Oct-2011		
5	Sample Moving & Storage Company	A182C	QS-210-MLNQ-0000	07-Oct-2011	TOSS-05-G-0000	MLNQ	N	Jack	0003	T3	QS			90.00	500.00	12-Oct-2011		
6	Sample Moving & Storage Company	A182C	QS-210-MLNQ-0000	07-Oct-2011	TOSS-05-G-0000	MLNQ	N	Jane	0004	T4	QS			125.00	500.00	12-Oct-2011		
7	Sample Moving & Storage Company	A182C	QS-210-MLNQ-0000	07-Oct-2011	TOSS-05-G-0000	MLNQ	N	Jan	0005	T5	QS			50.00	500.00	12-Oct-2011		
8	Sample Moving & Storage Company	A182C	QS-210-MLNQ-0000	07-Oct-2011	TOSS-05-G-0000	MLNQ	N	Janie	0006	T6	QS			106.00	500.00	12-Oct-2011		
9	Sample Moving & Storage Company	A182C	HO-209-MLNQ-9999	05-Sep-2012	TOSS-05-G-0000	MLNQ	N	Alias	0007	T9	HO			250.00	750.00	10-Sep-2012		
10	Sample Moving & Storage Company	A182C	HO-209-MLNQ-9999	05-Sep-2012	TOSS-05-G-0000	MLNQ	N	Alias	0008	T10	HO			500.00	750.00	10-Sep-2012		

**Q14. How can I find out if my invoice was paid?**

- A14. Invoice Payment information for Air Force, Army and Navy funded shipments can be found on the "MyInvoice" web site (<https://myinvoice.csd.disa.mil>), you can also setup an email notification on the web site to receive an email when an invoice is paid. Instructions on how to setup an account and email notification on "MyInvoice" can be found in the Setting up Advice of Payment emails document.

For other funded shipments you will receive notification from the responsible Transportation Office.

The following documents provide detailed directions about MyInvoice and can be viewed by clicking on each document titles below while pressing the CTRL key. Click OK when asked "Would you like to open this file?"

- [Getting Started in MyInvoice](#)
- [Vender Registration for MyInvoice Access](#)
- [Setting up Advice of Payment emails](#)

#### Q15. How will I be notified when one of my invoices have been paid?

A15. Invoice Payment information for Air Force, Army and Navy funded shipments can be found on the "MyInvoice" web site (<https://myinvoice.csd.disa.mil>), you can also setup an email notification on the web site to received an email when an invoice is paid. Instructions on how to setup an account and email notification on "MyInvoice" is provided below.

For Other funded shipments you will receive notification from the responsible Transportation Office..

The following documents provide detailed directions about MyInvoice and can be viewed by clicking on each document titles below while pressing the CTRL key. Click OK when asked "Would you like to open this file?"

- [Getting Started in MyInvoice](#)
- [Vender Registration for MyInvoice Access](#)
- [Setting up Advice of Payment emails](#)

MTS TSP Full Name	MTS TSP CAGE Code	Invoice Number	Service Period Begin Date	Service Period End Date	Invoice Date	TOSG Number	GRKLA of JFPCD Shoring Lot	Customer Branch of Service	Customer Last Name	Customer First Name	TSP Lot #	Lot #	Inv Type	Description of Invoice Type Other	Invoice Line Item Change	Overall Invoice Grand Total	Original Date TSP Submitted Invoice to JFPCD	Most Recent Previous Submission Communication Between Gov't & MTS TSP as Invoice	TSP Remarks
Sample Meeting & Storage	ABC	4-101-04-001-01	01-Sep-2010	01-Sep-2011	01-Sep-2011	TOSG-05-0-0000	04-001	N	One	Gene	0238	17	18			1,000.00	3,000.00		
Sample Meeting & Storage	ABC	4-101-04-001-01	01-Sep-2010	01-Sep-2011	01-Sep-2011	TOSG-05-0-0000	04-001	N	Who	Any	0070	10	18			2,000.00	3,000.00		
Sample Meeting & Storage	ABC	25-710-04-001-0000	01-Jul-2010	01-Jul-2011	01-Jul-2011	TOSG-05-0-0000	04-001	N	Barly	Any	1000	11	025			54.00	500.00		
Sample Meeting & Storage	ABC	25-710-04-001-0000	01-Jul-2010	01-Jul-2011	01-Jul-2011	TOSG-05-0-0000	04-001	N	Where	Bar	1100	12	025			75.00	500.00		
Sample Meeting & Storage	ABC	25-710-04-001-0000	01-Jul-2010	01-Jul-2011	01-Jul-2011	TOSG-05-0-0000	04-001	N	There	Over	1400	13	025			90.00	500.00		
Sample Meeting & Storage	ABC	25-710-04-001-0000	01-Jul-2010	01-Jul-2011	01-Jul-2011	TOSG-05-0-0000	04-001	N	Thang	Comm	0017	14	025			125.00	500.00		
Sample Meeting & Storage	ABC	25-710-04-001-0000	01-Jul-2010	01-Jul-2011	01-Jul-2011	TOSG-05-0-0000	04-001	N	How	Any	0019	15	025			95.00	500.00		
Sample Meeting & Storage	ABC	25-710-04-001-0000	01-Jul-2010	01-Jul-2011	01-Jul-2011	TOSG-05-0-0000	04-001	N	Yes	Any	2001	16	025			80.00	500.00		
Sample Meeting & Storage	ABC	40-200-04-001-0000	01-Jun-2010	01-Jun-2011	01-Jun-2011	TOSG-05-0-0000	04-001	N	My	Any	2223	19	042			250.00	750.00		
Sample Meeting & Storage	ABC	40-200-04-001-0000	01-Jun-2010	01-Jun-2011	01-Jun-2011	TOSG-05-0-0000	04-001	N	Full	Any	2425	19	042			500.00	750.00		